



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 4.13

Subject: Guidelines For Reduction-In-Force

Supersedes: DYD 3.12, 08/01/94

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

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Application

To All Civil Service Employees In The Department of Children's Services.

Authority: TCA 37-5-106

Policy

The Department of Children's Services reduction-in-force plan shall comply with Civil Service Law and the rules of the Department of Personnel.

Procedures

- A. Competitive area**
1. A competitive area will include departmental positions within a grand division as defined by the State of Tennessee. The three grand divisions are East, Middle and West Tennessee.
 2. Competition for "retention," "bumping," and "retreating" rights occurs among these positions in the same competitive area. However, competition will occur at the local work unit first and then open up to the appropriate grand division. If the affected position is the only one of its classification within the grand division and that classification is used by the department in another grand division, then the competitive area will expand to statewide.
- B. Competitive level**
- Competitive level is the job classification title as it appears in the State of Tennessee classification-compensation plan, including any selective certification criteria. Competition will be

limited to those with the same class title and selective certification, except in the case of "retreating."

C. Retention rights Retention rights are determined by adding the scores derived from length of departmental service, other state service, veteran's points, and a performance evaluation adjustment. Points are awarded as in accordance with applicable state law and Tennessee Department of Personnel Rules and policies.

D. Alternatives Nothing in this policy prevents a good faith effort on the part of the department or the state to assist employees being displaced from choosing alternate position opportunities as they may arise; however, such alternate opportunities and personal choices may not be used to prevent a displaced employee from exercising retention, bumping, or retreating rights earned in accordance with law.

Forms

None

Collateral Documents

DCS Personnel Resource Manual

Standards

None